

Cases Report (for Attorneys/Trustees)

This is the procedure for generating a Cases Report. The Cases Report presents information from the court's database with a variety of selection criteria for case management and tracking.

- STEP 1** Click on the Reports hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **REPORTS** screen displays with a list of reports that can be generated (See Figure 2.)

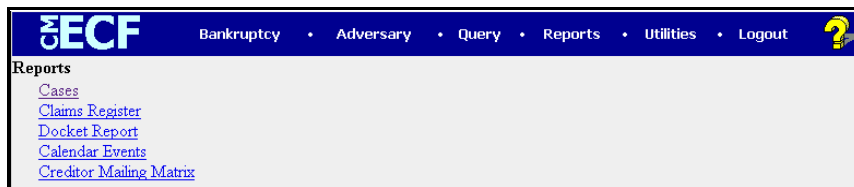


Figure 2

- Click on the Cases hyperlink.

STEP 3 The **PACER LOGIN** screen displays (See Figure 3).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (these fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. (See Figure 4.)

The screenshot shows the ECF Cases Report selection screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main section is titled "Cases Report" and contains several dropdown menus: Office (Eau Claire, La Crosse), Case Type (ap, bk), Chapter (7, 9), and Trustee (Chatterton, William A., Eberlein, Arthur L.). There are also checkboxes for "Open cases" (checked) and "Closed cases", a "Party information" checkbox, and a "Sort by" dropdown (Filed Date). At the bottom, there are "Run Report" and "Clear" buttons. The date range is set from 12/26/2001 to 12/26/2001.

Figure 4

- The following fields are available for selecting/entering criteria for generating the Cases Report:
 - **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
 - **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy. The default is all cases.
 - **Chapter** – Cases can be selected by Chapter **7**, **9**, **11**, **12**, **13**, or **304**. The default is all chapters.
 - **Trustee** – Cases can be selected by the trustee assignment. The default is all trustees.
 - **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed**, **Entered**, **Discharged**, **Dismissed**, **Closed**, or **Converted**. The default is Filed Date.
 - **From/to** – Enter a beginning and/or ending date. The default is the current date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or

MM/DD/YYYY.

- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
 - **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no Closed cases.
 - **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and tax ID).
 - **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date, Entered Date, Case Number, Case Type, Office, or Trustee**. The default is Filed Date.
- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **CASES REPORT** displays next. (See Figure 5a.) All reports can be printed by clicking on the browser's Print button.


 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 						
Cases Report for 12/26/2001 U.S. Bankruptcy Court WIWB (will be) Live DataBase						
1-01-00023-tsu	bk	7	Joe B. Test	Utschig Osberg	Filed: 09/13/2001	Office: Eau Claire Asset: No Fee: Paid County: Dane
1-01-00146-tsu	bk	7	Magic D. Johnson	Utschig Osberg	Filed: 09/13/2001	Office: Eau Claire Asset: No Fee: Paid County: Eau Claire
3-01-00024-rdm	bk	7	Board Room and Marcia Anderson	Martin Gennrich	Filed: 09/14/2001	Office: Madison Disp: Discharge Granted Asset: Yes Fee: Paid County: Dane

Figure 5a

— The following information will be displayed on the Cases Report:

- **Case No./Related Case Info** – Displays the assigned case number. Clicking on the case number hyperlink will allow you to generate a Docket Report.

If the Case Type is an Adversary Proceeding (**ap**), the “Lead” case number appears beneath the adversary case number hyperlink.

- **Tp** (Type Proceeding) – Displays either **ap** or **bk**.
- **Ch** (Chapter) – Displays either **7, 9, 11, 12, 13**, or **304**.
- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases. An additional row will be displayed for some lead bankruptcy case information.
- **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge’s name.
- **Dates** – Date information will include the dates the proceedings were either **Filed, Converted, Dismissed, Discharged, Closed**, or **Entered**.
- **Other Info** – Other information may include the divisional office, asset designation, fee status, and county.

- A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages. (See Figure 5b.)

Total Number of Cases Reported: 199		
Open and Closed Cases		
PACER Service Center		
Transaction Receipt		
01/18/2001 16:11:06		
PACER Login:	ao0055	Client Code:
Description:	Cases Filed Rpt	
Billable Pages:	14	Cost: 0.98

Figure 5b

- Clicking on any of the Case Number hyperlinks will display the **QUERY** screen. If you wish to look at the docket sheet, click on **Docket Report**, which will allow you to enter criteria for generating the Docket Report. (See Figure 5c.)

ECF	Bankruptcy • Adversary • Query • Reports • Utilities • Logout	?
Docket Sheet		
Case number <input type="text" value="3-01-bk-16"/>		
<input checked="" type="radio"/> Filed <input type="text"/> to <input type="text"/>		
<input type="radio"/> Entered <input type="text"/> to <input type="text"/>		
Documents <input type="text"/> to <input type="text"/>		
<input type="checkbox"/> Include terminated parties		
<input type="checkbox"/> Include links to Notice of Electronic Filing		
Sort by <input type="text" value="Oldest date first"/>		
<input type="button" value="Run Report"/> <input type="button" value="Clear"/>		

Figure 5c